

Town of Lauderdale-By-The-Sea



REQUEST FOR PROPOSAL No. 15-01-01

Parking Services

RFP OPENING: February 20, 2015, 2:00 P.M.

Town Hall

4501 Ocean Drive

Lauderdale-By-The-Sea, FL 33308

PARKING SERVICES
Town of Lauderdale-By-The-Sea RFP No. 15-01-01
Part I – Statement of Work

The Town of Lauderdale-By-The-Sea, Florida invites qualified firms to submit proposals to:

MANAGE AND OPERATE THE TOWN'S PARKING SYSTEM

The Town intends to award a contract to a firm to provide services necessary for the project (the "Project") described herein.

The Town of Lauderdale-By-The-Sea, Florida (the "Town") will receive sealed proposals until **2:00 p.m. (local), February 20, 2015**, in Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308.

The Town's contact person for this RFP is:

Tedra Smith, Town Clerk
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308
Telephone: 954-640-4200.
Fax: 954-640-4236
Email: TedraS@LBTS-fl.gov

This RFP document and forms may be obtained via the Internet at the Town of Lauderdale-By-The-Sea website at www.lbts-fl.gov and then click Procurement. This RFP is posted on www.Demandstar.com.

If you do not have internet access, you may obtain the documents by contacting the Town Clerk.

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

Table of Contents

Part I Statement of Work

A	Objective	1
B	General Information	2
C	Scope of Work	4
D	Technical Requirements	10
E	Insurance and Licenses	11

Part II General Information

A	Definitions	12
B	Invitation to Propose; Purpose	12
C	Contract Awards	12
D	Proposal Costs	12
E	Inquiries	13
F	Delays	13
G	Pre-proposal Meeting	13
H	Proposal Submission	13
I	Proposal Format	14
J	Proposal – Procedural Information	16
K	Public Records	17
L	Irregularities; Rejection of Proposals	18
M	Evaluation Method and Criteria	18
N	Representations and Warranties	19
O	Town Contract	20

Exhibits

Forms Page

RFP Form A. Qualifications Statement	1
RFP Form B. Reference Form	3
RFP Form C. Price Proposal Form	4
RFP Form D. Proposer's Certification	6

Appendix

Appendix A. Parking System Data	A-1
Appendix B. Staffing Chart & FY15 Budget	A-2
Appendix C. Parking Strategy Plan	A-5
Appendix B. Town Services Agreement	A-6

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

PART I - STATEMENT OF WORK

A. OBJECTIVE

The TOWN is seeking proposals from qualified firms, hereinafter referred to as “the **PROPOSER**,” to provide all personnel (except the Meter Technician, See Appendix B), materials and services necessary to manage and operate the Town’s Parking System. The TOWN intends to enter into a five-year contract with two possible one-year extensions in accordance with the terms, conditions, and specifications contained in this Request for Proposals (**RFP**).

The successful PROPOSER shall provide overall management of all TOWN parking assets, including but not limited to parking enforcement, meter maintenance, revenue collection, citation management, complaint resolution, coordination on parking matters with local businesses, and event parking planning.

In addition, the PROPOSER shall provide parking data, analysis, and recommendations on rates, expansion of parking spaces and other parking matters.

Alternative Proposal: The Town is currently negotiating a contract with Complus for citation management services, which in the past was provided as part of the Town’s contract with Standard Parking. PROPOSER may choose to propose a new citation management provider as part of their proposal.

No proposals for only citation management services will be accepted.

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

B. GENERAL INFORMATION

Lauderdale-By-The-Sea is a coastal community with a permanent population of about 6,000 that increases to about 12,000 during the winter season. The Town's hospitality industry is extremely important to its economic base. In addition to the tourists who stay in our Town, the Town's many successful restaurants draw their clientele from residents and visitors throughout Broward County.

The Town operates a public parking system with about 700 spaces, both in lots and on-street, the majority of which are serviced by multi-space pay stations. (See detail in Appendix A.) In the past four years, the Town has made a strong effort to modernize its parking technology and operations and improve customer service. Parking revenues have increased significantly as a result of technology and management improvements, as well as raising parking rates to local market levels.

All public parking facilities are located in the Town's commercial district, between Pine Avenue on the north and Flamingo Drive on the south, with the bulk of the parking located within one block of Commercial Boulevard, east of the Intracoastal Waterway.

The Town's economy is based on tourism and its seaside location. The prime demand for parking comes from visitors who come to use the Town beach, patrons of the vibrant restaurant scene in Town, and people who enjoy the weekend outdoor entertainment that is offered by several restaurants. West of Seagrape Drive the parking demand is generated by retail shops, restaurants, and a variety of medical and service businesses.

Three large volume restaurants (Aruba Beach Café, Blue Moon, and Benihana) offer valet parking to their customers and valet the cars to privately-owned parking lots.

Because the Town was primarily developed in the 1950s and 1960s on relatively small parcels and with limited parking, the Town continues its historic approach of providing public parking permits at very low rates to employees of local businesses and to businesses with less than the required number of parking spaces (hardship permits). The Town also has a Resident Parking Permit program that allows residents who pay \$53.00 per year to park at a Town parking space for up to 3 hours at a time.

The Town reduced the number of parking spaces in the Commercial Boulevard corridor in 2013 in order to expand sidewalks, create public plazas, and add other amenities intended to make the Town more attractive, pedestrian-friendly, and commercially viable. However, the Town expanded parking in other nearby areas. The recent improvements to the Town have caused increased numbers of visitors and parking demand.

Due to the demand for parking, in the past two years the Town moved away from its long-standing prohibition of private property owners providing parking for others than their customers. The Town's Code has been changed to allow a property owner to apply for a conditional use permits to provide "paid private parking" if a property has parking spaces in excess of required parking. The Sun Trust Bank property was the first to take advantage of that new option and they provide a good deal of public parking. Stand-alone private parking lots are still prohibited.

The Town experiences its highest parking demand on Friday and Saturday afternoons and evenings and Sunday afternoons, especially during the winter tourism season, on good beach days throughout the year, and for popular special events. (For some large special events, the Town closes the median lane on El Mar Drive and allows public parking in that lane at no charge.)

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

There is a perception that the Town has a “parking problem,” although a recent detailed analysis of parking data revealed there usually is parking available, even in peak times, just not as conveniently located as people would like.

Parking Strategy Plan

It is of the utmost importance to the Town to balance the parking needs of the community with the competing interests of businesses, restaurants, beach visitors and residents. Sound parking enforcement is important to the health, safety and economic vitality of the Town. To accomplish this, the Town is in the process of adopting a Parking Strategy Plan. In December, the Commission received the consultant’s technical reports, which included the consultant’s recommendation on several policy issues. The Commission provided policy direction and the consultant is preparing the final document.

Appendices A & B provide information about the Town parking system.

Appendix C provides additional information about the Parking Strategy Plan.

Past, Current and Future Staffing Levels

Staffing history is shown in Appendix B.

Current and Future Operation of the Parking System

Until 2012, the parking system was staffed and managed by Town employees. Given the demands of managing the parking system and the expected future growth, the Town decided in 2011 to seek proposals from the private sector to staff and manage the parking system and awarded a contract to Standard Parking in April 2012.

Our parking service agreement with Standard Parking terminates in March 2015. We have decided to bring the meter technician position back in-house because the position is critical and we wish to reduce the possibility of turnover in that position.

We are seeking proposals for a contractor to handle all other parking functions including hiring and managing the parking enforcement staff, citation management, complaint resolution, parking public relations/customer service, and coordination with local businesses on parking matters.

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

C. SCOPE OF WORK

The successful PROPOSER shall provide overall management of all TOWN parking assets, including but not limited to parking enforcement, citation management, complaint resolution, coordination on parking matters with local businesses, and event parking planning. In addition, the PROPOSER shall provide parking data, analysis, and recommendations on rates, expansion of parking spaces and other parking matters.

The TOWN employs a Parking Meter Technician and so on occasion the contractor will be expected to assist with meter maintenance and revenue collection.

The following services are required:

1. Parking Enforcement

- a. Manage enforcement of parking regulations in TOWN-owned metered parking spaces in a fair, professional and friendly manner. Enforcement activities will include electronic ticketing and may in the future include arranging for towing or immobilization of vehicles.
- b. Maintain records of citations, including photographic evidence of infractions that involve parking outside of the marked space, parking illegally, etc. and be able to provide that documentation quickly to the TOWN for use in dealing with complaints.
- c. Write citations for vehicles improperly parked in the public right of way and in private handicapped spaces.
- d. Provide friendly guidance to parkers on how to operate the pay stations and on parking regulations.
- e. Provide documentation for, attend, testify and present evidence at Special Magistrate hearings on appeals of parking tickets.
- f. At least monthly, analyze data from pay stations, citation management systems, and pay by phone, and make recommendations to the TOWN, based on that analysis, of changes to parking policies and practices, of enforcement hours, and changes that would improve the parking system.
- g. Establish designated patrol routes for enforcement officers. The TOWN prefers the use of its two (2) low speed electric vehicles for enforcement and will provide these vehicles to the selected PROPOSER. The TOWN will lease these vehicles for \$10 per year to PROPOSER who shall insure the vehicles at coverage levels specified by the TOWN.
- h. Respond to requests from the TOWN to suspend or emphasize enforcement along certain streets or in certain areas. Ensure adequate staffing to meet the management and enforcement needs of the Town's parking system.
- i. While on patrol, PROPOSER employees shall remove visible litter in the parking areas, or inform Municipal Services if the volume or problem exceeds their ability to collect it.

The Office of the Town Clerk accepts funds for the payment of tickets and sale of parking permits. PROPOSER is not required to provide cashier services.

The TOWN also reserves the right to temporarily suspend enforcement along any street, or in any zone according to the needs of the TOWN. The TOWN will make every effort to provide the PROPOSER adequate notice concerning the location and duration of any such suspension or

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

higher level of enforcement.

2. General Services required:

- a. Assist and consult with the TOWN as necessary in the design of parking facilities or modification to parking rates and policies.
- b. At least annually as part of the TOWN budget process, evaluate the parking rates and provide recommendations for rate changes to the TOWN.
- b. Work with TOWN businesses as needed to assess how well public parking is accommodating their needs, and provide the Town with suggestions for improvement.
- c. Be available to respond to TOWN when needed and attend group and or Commission meetings when asked by the TOWN.
- d. Install and maintain parking equipment or arrange for TOWN staff to install signage and parking meters.
- e. Provide sufficient personnel to issue parking citations at a level of enforcement appropriate for the TOWN.
- f. Provide operational and customer training for all enforcement personnel. Provide training manual and employee course completion certification as verification.
- g. Provide customer services associated with the TOWN's parking system, including instruction to users on the operation of pay stations, direction to available parking, and explanation of parking regulations.
- h. Provide weekly, monthly and annual reports as outlined by the Town.

3. Parking – Special Requirements and Additional Services

- a. Enforce parking regulations during special events, and weather-related or other emergencies, etc. and install and remove informational parking signage for such events.
- b. Provide temporary signage to alert the public to special event and other temporary or permanent changes in the availability of parking spaces.
- c. Arrange for towing or booting of illegally parked vehicles when specifically requested by TOWN. (We do not currently do this.)
- d. Change PROPOSER procedures as necessary to conform to revisions in the TOWN's ordinances, parking regulations, policies and initiatives.
- e. Review TOWN ordinances to ensure that they are appropriately reinforcing the desired outcome. Provide the TOWN with recommendations if any ordinances are creating a negative impact to the parking program.
- f. Evaluate the areas of paid parking and provide recommendations for new paid parking areas to the TOWN.
- g. The TOWN may desire the PROPOSER to assist with the planning and operating a parking structure in the future. Details are unknown at this time but Proposers should state any experience.

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

4. Parking Meters – Operations

- a. Program changes in rates into the pay stations as directed by the TOWN.
- b. Immediately report any full, damaged, missing or malfunctioning meters or facilities to the appropriate supervisor or Meter Technician.
- c. Keep a meter log of all complaints regarding meters. The log will note date, meter number, location, problem and name of the person calling in the problem, and the tag number of the car (if any). (The Town's Meter Technician shall add the date the meter was checked, the nature of the problem and the date it was corrected.)
- d. If requested, keep the pay stations supplied with paper for receipts to ensure there is no down time.
- e. The PROPOSER will be liable for the replacement cost of any lost, stolen, unaccounted for or damaged equipment that is the property of the TOWN

5. Parking Meter Replacement

- a. The TOWN reserves the right to replace any TOWN meter with different equipment. The PROPOSER agrees to work with the TOWN to find the best prices for the equipment and lowest financing rate available and extend those prices without mark-up to the Town.
- b. PROPOSER will assist the TOWN in installing new or replacement parking meters.

6. Collections of Parking Meter Monies and Accounting

Collection of Parking Meter Monies is currently being done by the Supervisor/Meter Technician. The current contractor has trained an enforcement officer to collect monies when the Supervisor/Meter Technician is not available. As noted in this RFP, the TOWN has transferred the meter maintenance back to the TOWN.

Since there are times that the PROPOSER will be required to collect and account for parking meter monies, the following applies:

- a. Collect and account for all revenues from the parking meters. The collection of single space meters and pay stations are required to be at least weekly, and before a meter is 95% full to ensure no downtime.
- b. Ensure proper accountability and internal control of all monies collected.
- c. Provide any periodic, financial and operational reports as requested by the TOWN.
- d. Should any monies collected by the PROPOSER be lost, stolen, unaccounted for or otherwise removed from the custody and control of the PROPOSER prior to its deposit in the TOWN's approved bank account, the PROPOSER shall deposit said amount of money within ninety-six (96) hours of such loss, theft or removal. Should said loss, theft or removal be insured or otherwise secured by the PROPOSER, any payments made to the TOWN on account thereof shall, if appropriate, be reimbursed to the PROPOSER. The PROPOSER will be liable for all mismanagement of funds by PROPOSER, its employees or agents.

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

7. Citation Management (Collections of Monies and Accounting)

At present, the TOWN uses Complus Data Innovations Inc. (CDI) citation management system, which is provided by Standard Parking and we are in the process of entering into a contact between the Town and CDI to continue their service.

The successful PROPOSER shall manage all aspects of the TOWN's citation management system or PROPOSER may propose to provide citation management services. If so:

- a. The PROPOSER citation management system shall meet all requirements of Chapter 19 of the Town's Code of Ordinances, which can be viewed at:
https://www.municode.com/library/fl/lauderdale-by-the-sea/codes/code_of_ordinances?nodeId=PTIICOOR_CH19TRMOVE
- b. The PROPOSER shall be responsible for collecting payments on citations from the public. PROPOSER should make available to the customers a variety of payment options approved by the TOWN, including but not limited to cash, check or credit card. The PROPOSER will also be responsible for processing payments of parking citations. Provide detail accounting of monies collected.
- c. Issue late notices for overdue payment of citations and provide follow-up collection services to include:
 - Out of State Collections
 - DMV Hold Requirement
 - Scofflaw requirements and procedures (should the TOWN choose to tow or boot).
- d. Utilize automated technology to issue citations and manage records of citations.
- e. The TOWN prefers that the PROPOSER have experience with Scofflaw collections across state lines.

8. Office Administration

- a. In accordance with the TOWN's purchasing requirements, the PROPOSER shall be responsible for purchasing all materials necessary to carry out all operational functions. These include but are not limited to paper tickets, ticket books, envelopes, uniforms, office equipment and supplies, and all other necessary equipment.
- b. The PROPOSER may have vendors bill the Town directly, which is what we prefer since it saves sales tax and staff time, or the PROPOSER may be reimbursed for the purchase of equipment or supplies. All purchases shall be accompanied by receipts. PROPOSER to maintain records of equipment and supplies and provide accounting for TOWN. All purchases submitted for reimbursable must have followed the TOWN purchasing policy.

9. Personnel Administration

- a. Parking enforcement personnel will demonstrate high ethical standards of conduct and will observe all written rules and regulations concerning their work assignments as provided by the PROPOSER.
- b. PROPOSER is required to do background checks and drug testing on all employees prior to employment and provide proof of such to the TOWN.
- c. Supervisors and field personnel will maintain cellular telephone contact to ensure oversight

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

of parking enforcement activities.

- d. The PROPOSER will arrange for bonding of all personnel who handle monies at a rate acceptable to the TOWN.
- e. The PROPOSER will ensure that all enforcement, parking meter maintenance and coin collecting personnel wear TOWN-approved uniforms and be properly groomed while on duty. The uniform must display approved insignia that clearly identifies the wearer as being responsible for enforcing parking violations, managing parking facilities or servicing parking meters. The uniform will also have a clearly visible and readable nametag at all times.
- f. All other employees of the PROPOSER providing services shall at all times be clearly identifiable by uniform, name badges, name tags, or identification cards.
- g. The PROPOSER shall employ persons who are fully certified, trained, competent, and qualified with the skills and experience necessary to provide the services during the term of this Agreement.
- h. The PROPOSER is responsible for hiring, training, and supervising its staff members. PROPOSER staff members assigned to provide services are employees of the PROPOSER.
- i. PROPOSER personnel shall at all times assure that its employees shall serve the public in a courteous, helpful, and impartial manner. Correction of any inappropriate behavior or language shall be the responsibility of the PROPOSER.
- j. The TOWN reserves the right to adjust staffing requirements, including the number of hours at its discretion.
- k. The TOWN may request PROPOSER to remove an employee from providing services and PROPOSER shall comply within two weeks.
- l. The PROPOSER shall acknowledge the receipt of any public complaint or request for service within one working day and provide an appropriate response with three (3) working days (from the date the communication was received).

In the event a complaint or communication is received alleging an employee of the PROPOSER was discourteous, belligerent, profane, or in any way intimidating, either physically or verbally, the PROPOSER will submit a written report to the Project Manager within seven (7) days of the date of the report, outlining the complete details of the incident. The report will include the nature of the incident, time, date, location, name, address, and telephone number of the person making the allegation. The report will also include the name and title of the employee and the nature of the disciplinary action taken, if any.

10. Training and Customer Service

- a. The PROPOSER will provide a high level of customer service by employing friendly, helpful, customer-oriented personnel.
- b. Provide training in general information to all personnel so they may assist visitors to the TOWN
- c. In accordance with the TOWN's customer service principles, respond to public inquiries about the Parking Enforcement Services, ticketing and enforcement, or any other related citizen concern.
- d. Assist the TOWN in its efforts to inform the public about the Parking Program, Rules, and Regulations.

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

- e. Keep an accurate record of all citizens' complaints, their resolution, and the action taken to contact the complainant. All such records shall be retained during the term of this Agreement and made available to the TOWN Project Manager.
- f. Provide customer service training in accordance with industry best practices. The training regimen will be subject to the approval of the TOWN.

11. Safety

Take adequate steps to ensure the safety and security of all personnel and property. The PROPOSER shall provide training and employ all responsible safety precautions and devices in connection with providing the Services.

12. TOWN'S Flexibility

- c. The TOWN may adjust the geographic locations and any other criteria for enforcement activities at its sole discretion.
- d. The TOWN retains the right to define the hours of enforcement.
- e. Equipment and supplies paid for by TOWN, or for which the TOWN reimburses the successful PROPOSER, shall become property of TOWN.
- h. The TOWN reserves the right to adjust the number of parking meters and spaces at its sole discretion.
- i. The TOWN may adjust the geographic locations and any other criteria for enforcement activities at its sole discretion.

13. Reimbursable Operating Expenses

The TOWN will reimburse the PROPOSER for all approved expenses as determined by the TOWN. The Proposer shall submit a monthly expense report and include acceptable documentation for expenses. The TOWN agrees to reimburse actual expenses with no surcharges. To address cash flow issues, the Town will advance to PROPOSER one month of estimated expenses.

The PROPOSER *shall include in its proposal the following costs:*

- a. The fully loaded hourly rate for enforcement personnel and the number of hours proposed per month. The hourly rate times the hours per month times 12 months will be the annual enforcement cost.
- b. The fully loaded hourly rate and number of hours per month for collection services for all meters and pay stations.
- c. The fully loaded hourly rate and the number of hours proposed per month for supervisory personnel.
- d. A five year capital expenditure plan for expenses the PROPOSER will be asking for reimbursement.
- e. All operating expenses of the PROPOSER that are directly attributed to the contract, such as insurance and back office expenses proposed to be reimbursed.

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

- f. A full year budget that includes all expenses necessary to operate the parking system whether those expenses are paid directly by the TOWN (such as communications expenses for the pay stations) or reimbursed to the PROPOSER (such as EMS fees from Digital Payment Technologies).

The Parking Fund's Fiscal Year 15 Budget (10-1-14 to 9-30-15) is included in Appendix B. Other financial reports for past years are available on request.

14. Annual Budget Process

In April of each year, the PROPOSER shall submit a detailed budget in the format requested by the Town, outlining all anticipated expenses and revenue for the following fiscal year. For budget preparation and reporting purposes, the PROPOSER shall follow the TOWN's fiscal year, which starts October 1 and ends September 30.

15. Cost of Service

The PROPOSER may submit one or two compensation proposal in the following format:

- a. Management Services Fee plus Reimbursements. Under this option, the PROPOSER would propose a base fee for management services and document the PROPOSER's direct operating expenses that would be reimbursed.
- b. Management Services Fee. Under this option, the PROPOSER would propose an all-inclusive flat fee for all services provided.

This option still requires detail expenditure data be provided to the TOWN.

D. TECHNICAL REQUIREMENTS

In order to be deemed responsive and considered for contract award, each Proposer shall satisfy the following mandatory minimum requirements:

The PROPOSER is required to have at least 5 years of experience in parking management services to include:

- a. Municipal parking management and operations is preferred;
- b. Meter revenue collection and accounting; and,
- c. Parking Enforcement.

PARKING SERVICES

Town of Lauderdale-By-The-Sea RFP No. 15-01-01

Part I – Statement of Work

E. *INSURANCE AND LICENSES*

The successful Proposer shall maintain in full force and effect throughout the contract: (a) insurance coverage reflecting the minimum amounts and conditions required by the Town, and (b) any required licenses.

- 1. Comprehensive General Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily Injury and Property Damage and \$2,000,000 general aggregate for Products/Completed Operations, Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent contractors coverage.
- 2. Workers' Compensation Insurance** – Statutory.
- 3. Comprehensive Automobile Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence for Bodily Injury and Property Damage; \$1,000,000 Hired & Non Owned Auto Liability.
- 4. Professional Liability** – Please indicate if you carry Professional Liability Insurance and, if so, in what amount.

All policies must be issued by companies authorized to do business in the State of Florida and rated A- or better per Best's Key Rating Guide, latest edition. The Proposer shall provide original certificates of coverage and receive notification of approval of those certificates from the Town prior to providing services under this RFP. The insurance coverage provided by Proposer is subject to the approval of the TOWN. The insurance certificates and required policies (except for worker's compensation) shall list the TOWN of Lauderdale-By-The-Sea as ADDITIONAL INSURED and shall provide for the TOWN to receive no less than thirty (30) days written notice of cancellation or material change.

Further modification of the insurance requirements may be made at the sole discretion of the TOWN if circumstances change or adequate protection of the TOWN is not presented. Proposer, by submitting a Proposal, agrees to abide by such modifications.

END OF PART I

Parking Services
Lauderdale-By-The-Sea RFP No. 15-01-01
Part II –General Information

PART II: RFP GENERAL INFORMATION

A. DEFINITIONS

For the purposes of this Request for Proposals (RFP): **Proposer** shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFP. **TOWN** shall mean the Town of Lauderdale-By-The-Sea, Town Commission or Town Manager, as applicable, and any officials, employees, agents and elected officials.

Contact Person for the purpose of this RFP shall mean:

Tedra Smith, Town Clerk
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308
Telephone: 954-640-4201.
Fax: 954-640-4236
Email: TedraS@LBTS-fl.gov

B. INVITATION TO PROPOSE; PURPOSE

The TOWN solicits proposals from responsible Proposers to perform work for or provide goods and/or services to the TOWN as specifically described in Part I, Statement of Work.

C. CONTRACT AWARDS

The TOWN Commission anticipates entering into a contract with the Proposer who submits the proposal judged by the TOWN to be most advantageous. The TOWN anticipates awarding one contract, but reserves the right to award more than one contract if in its best interest. If the TOWN selects a Proposal, the TOWN will provide a written notice of the award.

The Proposer understands that neither this RFP nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the Town Attorney and has been executed by both the TOWN (with Commission approval, if applicable) and the successful Proposer.

D. PROPOSAL COSTS

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

Parking Services
Lauderdale-By-The-Sea RFP No. 15-01-01
Part II –General Information

E. **INQUIRIES**

The TOWN will not respond to oral inquiries. Proposers may mail, email or fax written inquiries for interpretation of this RFP to the attention of the Town Clerk. Please mark the correspondence “RFP No. 15-01-01 QUESTION”.

The TOWN will respond to written inquiries received at least 7 working days prior to the date scheduled for submission of the proposals. The TOWN will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the TOWN will email, mail or fax written addenda to any potential Proposer who has provided their contact information to the Town Clerk for such purpose. Although the TOWN will make an attempt to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFP.

F. **DELAYS**

The TOWN may postpone scheduled due dates in its sole discretion. The TOWN will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

G. **PRE-PROPOSAL MEETING**

A pre-proposal meeting is scheduled for January 30, 2015 at 10:00 am in Jarvis Hall, which is located next to Town Hall, 4501 Ocean Drive.

Attendance is encouraged but not mandatory. Please RSVP to the Town Clerk.

H. **PROPOSAL SUBMISSION**

PROPOSER shall submit one (1) original and three (3) copies of the proposal in a sealed, opaque package. In addition, Proposers shall submit an electronic copy of the response in both PDF and Microsoft Word file formats (except for documents not originally created in Word.)

The package shall be clearly marked on the outside as follows:

To: Town of Lauderdale-By-The-Sea
RFP No. 15-01-01

Project: Parking Services Proposal

Submitted by: _____

Address: _____.

- ✓ Proposals shall be submitted in person or by mail. Email submittals are not accepted.
- ✓ Late submittals, additions, or changes will not be accepted and will be returned to the bidder unopened.

Parking Services
Lauderdale-By-The-Sea RFP No. 15-01-01
Part II –General Information

- ✓ It is the sole responsibility of each Proposer to ensure that their Proposal is received by the TOWN by the specified due date and time. Due to the irregularity of mail service, the TOWN cautions Proposers to assure actual delivery of proposals to the TOWN prior to the deadline set for receiving proposals. Telephone confirmation of receipt of the proposal may be made by calling the Office of the Town Clerk (954-640-4200).
- ✓ Proposers may withdraw their proposals by notifying the TOWN in writing at any time prior to the TOWN's opening of Proposals.
- ✓ Proposals, once opened, become property of the TOWN and will not be returned.

I. PROPOSAL FORMAT

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified herein. Unless otherwise specified, Proposers shall use the proposal forms provided by the TOWN herein. These forms may be duplicated, but failure to use the forms may cause your proposal to be rejected. Any erasures or corrections on the form must be made in ink and initialed by Proposer in ink. All information submitted by the Proposer shall be printed, typewritten or competed in ink. Proposals shall be signed in ink. When an RFP requires multiple copies they may be included in a single envelope or package properly sealed and identified.

All proposals shall be submitted as specified in this RFP. Any attachments shall be clearly identified. In order to be deemed responsive and considered for contract award, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals lacking this reference may be considered to have no reference material included in the additional documents.

Proposers shall prepare their proposals using the following format:

1. Letter of Transmittal
This letter will summarize in a brief and concise manner, the Proposer's understanding of the scope of work and make a positive commitment to provide its services on behalf of the TOWN. The letter must name all of the persons authorized to make representations for or on behalf of the Proposer, and must include their titles, addresses, and telephone numbers. An official authorized to negotiate and execute a contract on behalf of the Proposer must sign the letter of transmittal.
2. Title Page
The title page shall show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the RFP No. and the Project name.
3. Table of Contents
Include a clear identification of the material by section and by page number.

Parking Services
Lauderdale-By-The-Sea RFP No. 15-01-01
Part II –General Information

4. Organization Profile and Qualifications

This section of the proposal must describe the Proposer, including the size, range of activities, and experience providing similar services.

Each Proposer shall include:

- ✓ Documentation indicating that it is authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the States of the United States.
- ✓ A description of the primary individuals responsible for supervising the work including the percentage of time each primary individual is expected to contribute to this work.
- ✓ Resumes and professional qualifications of all primary individuals and identify the person(s) who will be the TOWN's primary contact and provide the person(s') background, training, experience, qualifications and authority.
- ✓ Completed RFP Forms A, B, C, and D. All RFP forms are included as exhibits to this document and are available on the TOWN website in Word or PDF format.

5. Experience

The Proposer must describe its expertise in and experience with providing goods and/or services similar to those required by this RFP. Describe previous experience relating to the Scope of Work requested in this RFP. Has the firm worked for other governmental entities, particularly municipalities? If so, please describe the work performed and include contact information for references, the time the firm was engaged and a list of accomplishment for each.

6. Approach to Providing Services

This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities and work products to be provided. This section shall also include a list of equipment the Proposer proposes to use to perform the Work in accordance with the requirements of this RFP.

7. Compensation

The proposal shall document the fee proposal on RFP Form C.

8. Additional Information

Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.

Parking Services
Lauderdale-By-The-Sea RFP No. 15-01-01
Part II –General Information

J. PROPOSAL – Procedural Information

1. Interviews:
The TOWN reserves the right to conduct personal interviews or require presentations prior to selection. The TOWN is not responsible for any expenses which Proposers may incur in connection with a presentation to the TOWN or related in any way to this RFP.
2. Request for Additional Information:
The Proposer shall furnish such additional information as the TOWN may reasonably require. This includes information, which indicates financial stability as well as ability to provide the services. The TOWN reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.
3. Proposals Binding:
All proposals submitted shall be binding for at least one hundred twenty (120) calendar days following proposal opening. TOWN may desire to accept a proposal after the 120 day period. In such case, Proposer may choose whether or not to continue to honor the proposal terms.
4. Alternate Proposals:
An alternate proposal is viewed by the TOWN as a proposal describing an approach to accomplishing the requirements of this RFP which differs from the approach set forth in the solicitation. An alternate proposal may be a second proposal submitted by the same Proposer, which differs in some degree from the prior proposal or from this RFP. Alternate proposals may be in the area of technical approach, or other provisions or requirements of this RFP. The TOWN will, during the initial evaluation process, consider all alternate proposals submitted and reserves the right to award a contract based on an alternative proposal if the same is deemed to be in the TOWN's best interest.
5. Proposer's Certification Form:
Each proposer shall complete the "Proposer's Certification" form included as RFP Form D and submit the form with the proposal. This form must be acknowledged before a notary public with notary seal affixed on the document.

Parking Services
Lauderdale-By-The-Sea RFP No. 15-01-01
Part II –General Information

K. PUBLIC RECORDS

Proposals are public documents and subject to public disclosure in accordance with Chapter 119, Florida Statutes (the Public Records Law). Certain exemptions to the Public Records Law are statutorily provided for and it is the Proposer's responsibility to become familiar with these concepts. The contract will include a provision wherein the Proposer releases and agrees to defend, indemnify, and hold harmless the TOWN and the TOWN's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the TOWN's treatment of records as public records. By statute, the contract will also contain the following clauses:

Contractor acknowledges that the public shall have access, at all reasonable times, to certain documents and information pertaining to Town contracts, pursuant to the provisions of Chapter 119, Florida Statutes. Contractor agrees to maintain public records in Contractor's possession or control in connection with Contractor's performance under this Agreement and to provide the public with access to public records in accordance with the record maintenance, production and cost requirements set forth in Chapter 119, Florida Statutes, or as otherwise required by law. Contractor shall ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.

Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of TOWN. In the event of termination of this Agreement by either party, any reports, photographs, surveys and other data and documents and public records prepared by, or in the possession or control of, Contractor, whether finished or unfinished, shall become the property of TOWN and shall be delivered by Contractor to the Town Manager, at no cost to the TOWN, within seven (7) days of termination of this Agreement. All such records stored electronically by Contractor shall be delivered to the TOWN in a format that is compatible with the TOWN's information technology systems. Upon termination of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure. Any compensation due to Contractor shall be withheld until all documents are received as provided herein. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the TOWN.

Parking Services
Lauderdale-By-The-Sea RFP No. 15-01-01
Part II –General Information

L. IRREGULARITIES: REJECTION OF PROPOSALS

The TOWN reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the TOWN as non-responsive. The TOWN reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the TOWN or has failed to perform faithfully any previous contract with the TOWN or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

M. EVALUATION METHOD AND CRITERIA

1. General

The TOWN shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract or agreement, if any. The TOWN reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including shareholders, principals and senior management, before making an award. Awards, if any, will be based on the evaluation criteria in this section. The TOWN's evaluation criteria may include consideration of the information required in this RFP and the following factors:

- A. ability to meet set standards;
- B. availability of qualified personnel;
- C. compensation;
- D. expertise of personnel;
- E. financial resources and capabilities;
- F. past contracts with other governmental jurisdictions;
- G. past performance records;
- H. qualifications of Proposer;
- I. references;
- J. related experience in Florida;
- K. technical soundness of proposal;
- L. past history of meeting required time frames; and
- M. approach to work.

Parking Services

Lauderdale-By-The-Sea RFP No. 15-01-01

Part II –General Information

2. **Selection**

The Town Manager may conduct the selection process, or at the option of the Town Manager, it may be referred to a selection committee (the "Committee"). Either the Town Manager or the Committee will review all proposals received and establish a list of selected Proposers deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The Town Manager may submit a recommended firm or a "short list" or a combination of a recommended firm and the "short list" to the Town Commission and the Town Commission shall make a final award. The Town Manager, the Committee or the Town Commission may request oral presentations from the Proposers. Proposers are advised that the Town reserves the right to conduct negotiations with the most qualified Proposer, but may not do so. Therefore, each Proposer should endeavor to submit its best proposal initially.

N. **REPRESENTATIONS AND WARRANTIES**

In submitting a proposal, Proposer warrants and represents that:

1. Proposer has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.
2. Proposer has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their proposal.
3. Proposer is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their proposal.
4. If applicable, Proposer has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the subject of the RFP and performed any examinations, investigations, explorations, tests, studies and data concerning conditions that may affect cost, progress, or performance of the goods and/or services that relate to any aspect of the means, methods, techniques, sequences, and procedures to be employed by Proposer, including safety precautions and programs incident thereto.
5. Proposer has given TOWN written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in this RFP and any addenda thereto, and the written resolution thereof by the TOWN is acceptable to Proposer.
6. The RFP is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal that is submitted.
7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the TOWN has any interest, financially or otherwise, in the RFP or contract.

Parking Services
Lauderdale-By-The-Sea RFP No. 15-01-01
Part II –General Information

O. TOWN Contract

The selected Proposer is expected to execute the TOWN's standard professional services contract, in the form approved by the Town Attorney. The contract will contain the following clauses required by Town Code, and all vendors are expected to comply with these requirements:

No officer or employee of the Town of Lauderdale-By-The-Sea, Florida, during his or her term of employment or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

No vendor shall give, solicit for, deliver, or provide a campaign contribution directly or indirectly to a candidate or to the campaign committee of a candidate for the offices of Mayor or Commissioner.

End of Part II

PARKING SERVICES
Lauderdale-By-The-Sea RFP No.15-01-01, RFP Forms

RFP FORM A

Proposer:_____

QUALIFICATIONS STATEMENT

Note: Forms A, B & C are available in WORD format at www.LBTS-fl.gov/town/rfp-page.html or from the Town Clerk .

***THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE
DEEMED RESPONSIVE.***

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
 - 1.1. The correct and full legal name of the Proposer is:
 - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).
 - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of employees:
6. Name of employees to be assigned to this Project:
7. Company identification numbers for the Internal Revenue Service:
8. Provide Broward County business tax receipt number, if applicable, and expiration date:
9. How many years has your organization been in business? Does your organization have a specialty?
10. List the last three projects of this nature that the firm has completed? Please provide project description, reference and contact information and cost of work completed.
11. Have you ever failed to complete any work awarded to you? If so, where and why?

PARKING SERVICES

Lauderdale-By-The-Sea RFP No.15-01-01, RFP Forms

12. Provide the following information concerning all contracts that are similar in nature or use the same project team proposed for this project that are **in progress** as of the date of submission of this Proposal for your company, division or unit as appropriate.

Name of Service	Contract with:	Contract Amount	Contract Term
Collection and meter maintenance	City of Success, Florida	\$99,999 per year	1-1-2012 to 12-31-16

(Continue list as necessary)

13. Provide the following information for any subconsultants or subcontractors you will engage if awarded the contract.

Subcontractor Name	Address	Work to be Performed

The foregoing list of subconsultants or subcontractors may not be amended after award of the contract without the prior written approval of the Town Manager, whose approval shall not be unreasonably withheld.

PARKING SERVICES

Lauderdale-By-The-Sea RFP No.15-01-01, RFP Forms

RFP Form B

Proposer:_____

REFERENCE FORM

Forms A, B & C are available in WORD format at www.LBTS-fl.gov/town/rfp-page.html or from the Town Clerk.

THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.

Give names, addresses and telephone numbers of four individuals, corporations, agencies, or institutions for which you have performed work similar to what is proposed in this RFP:

- | | | | |
|----|-------------------|----|-------------|
| 1. | Name of Contact: | | |
| | Title of Contact: | | Email: |
| | Telephone Number: | | Fax Number: |
| | Project: | | |
| | Operating Budget: | \$ | |
| | | | |
| 2. | Name of Contact: | | |
| | Title of Contact: | | Email: |
| | Telephone Number: | | Fax Number: |
| | Project: | | |
| | Operating Budget: | \$ | |
| | | | |
| 3. | Name of Contact: | | |
| | Title of Contact: | | Email: |
| | Telephone Number: | | Fax Number: |
| | Project: | | |
| | Operating Budget: | \$ | |
| | | | |
| 4. | Name of Contact: | | |
| | Title of Contact: | | Email: |
| | Telephone Number: | | Fax Number: |
| | Project: | | |
| | Operating Budget: | \$ | |

PARKING SERVICES
Lauderdale-By-The-Sea RFP No.15-01-01, RFP Forms

RFP Form C

Proposer: _____

PRICE PROPOSAL FORM

Forms A, B & C are available in WORD format at www.LBTS-fl.gov/town/rfp-page.html or from the Town Clerk.

***THIS FORM MUST BE SIGNED AND SUBMITTED WITH
PROPOSAL TO BE DEEMED RESPONSIVE.***

Name of Proposer: _____

Name of authorized representative of Proposer: _____

Project Cost – Two Year Budget

Expenses		1st Year	2nd Year
1.	Management Fee	\$	\$
2.	Supervisor (note number of hours and rate)		
3.	Enforcement Officers (note number of hours and rate)	\$	\$
4.	Overtime for on-site personnel		
5.	Operating Expenses to be Reimbursed (provide detail)	\$	\$
6.	Expenses billed directly to Town (provide detail)	\$	\$
7.		\$	\$
8.	Insert rows as necessary.	\$	\$
9.	Reimbursements not related to a specific expense above	\$	\$
	Total	\$	\$

PARKING SERVICES

Lauderdale-By-The-Sea RFP No.15-01-01, RFP Forms

Instructions: Show the project expenses for providing the services in the requested scope of work. PROPOSER is encouraged to submit their own spreadsheet if it shows greater detail.

Fees should be detailed to the extent possible per expense category. If a future adjustment is proposed for fee such as the management fee, please footnote it.

The Total Project Cost for Year 1 and 2 SHALL include all expenses to the TOWN from all sources. The Town will not reimburse for any costs not actually incurred and paid for by the Proposer and included in its proposal. Reasonable proof thereof will be required.

Financial reports for past years are available on request.

PARKING SERVICES
Lauderdale-By-The-Sea RFP No.15-01-01, RFP Forms

RFP FORM D

Proposer: _____

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE. The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the Town adequate time to evaluate the proposals.

I certify that all information contained in this proposal, which includes the TOWN required RFP forms A, B, C and D, is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes the Town of Lauderdale-by-the-Sea, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is selected, I understand that I will be expected to execute the Town's standard professional services contract, in the form approved by the Town Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as

PARKING SERVICES

Lauderdale-By-The-Sea RFP No.15-01-01, RFP Forms

a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. I further certify, under oath, that neither the entity submitting this sworn statement, not to my knowledge, any of its officers, directors, executives, partners, shareholder, employees, members or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

Name of Business

By:

Signature

Print Name and Title

Mailing Address

Parking Revenue – Table 1

Fiscal Year (10-1 to 9-30)	Meters	Parking Fund Revenue (from all sources)
FY 14	759	\$1,617,245
FY 13	748	\$1,553,982
FY 12	670	\$1,620,354
FY 11	693	\$1,254,671

January 2015 Parking Inventory –Table 2

	Location	Parking Spaces	Meter Type (Pay by Phone may be used at any space)	Hourly Rate
1.	Oceanfront Center	76	Pay Station	\$1.50
2.	Beach Meters	61	Single Space	\$1.50
3.	A1A Parking Lot	95	Pay Station	\$1.25
4.	El Mar Parking Lot	25	Pay Station	\$1.25
5.	El Prado Parking Lot	90	Pay Station	\$1.50
6.	Town Hall	24	Single space or pay at Pay Station	\$1.50
7.	Street Meters West of A1A	101	Single Space	\$1.00 & \$1.50
8.	Commercial Business District	169	Pay Station and single space	\$0.50 and \$1.00
	Employee Permit Parking	40	Displayed permit	N/A
	Total Town Spaces	681		
	Temp 4312 Lot	52	Pay Station	\$2.00
	Total Operating Spaces	733		

Staffing Levels – Table 3

Position	FY 12 Pre-Contract	FY 14 Contract level
Supervisory	1 FT	
Supervisory & Meter Technician		1 FT
Meter Technician	1 FT	
Enforcement Officers	1.6 FTE (2 PT @ 32 hours)	2.25 FTE (3 PT @ 30 hours)
Total FTE	3.6	3.25
Cashier services (Provided by Town Clerk's Office)	.25 FTE	.15 FTE

Future Staffing Levels – Table 4

Position	Town Staff	Contractor Staff (TBD)
Supervisory	-0-	?
Supervisory & Meter Technician	-0-	-0-
Meter Technician	1 FT	-0-
Enforcement Officers	-0-	?
Total FTE	1	
Clerk (in the Town Clerk's Office)	.15 FTE	N/A

Appendix B
Lauderdale-By-The-Sea RFP No. 15-01-01

Appendix B
Lauderdale-By-The-Sea RFP No. 15-01-01

2014 Parking Strategic Plan

NOTE: As of the date of the release of this RFP, the Parking Strategic Plan is not final. Please send the Town Clerk, TedraS@lbts-fl.gov a request for a copy of the Parking Strategic Plan and the Plan will be sent when published.

The Town Commission held a workshop on December 9, 2014 to discuss the consultant's technical reports and recommendations. The December 9th workshop and the agenda materials may be viewed on the Town's web site at the following link.

<http://lauderdale.siretechnologies.com/sirepub/mtgviewer.aspx?meetid=509&doctype=AGENDA>

Or follow the following steps:

The agenda materials are posted on the Town's web site: www.lbts-fl.gov



Click on: "Town Meetings" and then on "Commission Agenda 2014" and you will see the following screen.

Meetings & Agendas			
421 Meetings Found: Next Page >>			
Meeting	Date	Time	Documents
Code Compliance Hearing	Monday, December 15, 2014	5:00 PM	Agenda Video MP3
Special Commission Meeting	Tuesday, December 09, 2014	5:00 PM	Agenda Video MP3
Town Commission Meeting	Tuesday, December 09, 2014	7:00 PM	Agenda Video MP3

Click on "Agenda" on the far right of Special Commission meeting of Tuesday, December 9, 2014. And then click on the discussion item (highlighted in blue). The agenda back-up is displayed on the right of the agenda item.

**Parking Services Agreement
used by the Town.**

The Parking Services Agreement
will be distributed as an addendum.